

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Belmar Municipal Court
VICINAGE: Monmouth
POSITION TITLE: Violations Clerk – Full Time/Part Time
POSTING DATE: June 6, 2017
DEADLINE DATE: June 16, 2017
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Belmar, Lake Como, and Spring Lake Shared Municipal Courts are seeking a detail-oriented individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and Municipal Court Administrator. The successful candidate will assist the Court Administrator in the daily operations of the municipal court.

Candidate must have prior Municipal Court experience in data entry, case flow management, and working knowledge of ATS/ACS, MACS, PAGE CENTER, and REPORTS ON DEMAND.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please send resume with salary requirements by June 16, 2017 to:

April Claudio, Municipal Clerk
Borough of Belmar
601 Main Street
Belmar, N.J. 07719
aclaudio@boro.belmar.nj.us

The Borough of Belmar is an Equal Opportunity Employer.

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a state job posting.